

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

AGENCY: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<u>AGENDA MATERIAL AND MEETING MINUTES - POLICE & CORRECTIONAL TRAINING COMMISSIONS</u>	Retain permanently for eventual transfer to Maryland State Archives.
2	<u>DEPARTMENT/AGENCY POLICIES, PROCEDURES, DIRECTIVES, REGULATIONS, AND LEGISLATION</u>	Screen and retain permanently all material that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for five (5) years after adoption, conclusion, or replacement (whichever is applicable), then destroy.
3	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u> Correspondence and miscellaneous material pertaining to the general operations of the Police and Correctional Training Commissions.	Screen annually and retain all material that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Destroy all other material that ceases to have value.
4	<u>CORRESPONDENCE (RE: CERTIFICATION/TRAINING) WITH POLICE AND CORRECTIONAL AGENCIES</u> Correspondence between the Agency and police or correctional agencies pertaining to the certification and training of their employees.	Retain for five (5) years from end of calendar year of creation, and then screen and destroy all material that ceases to have value.
5	<u>PROPERTY INVENTORY RECORDS</u> Fixed Asset inventory records; Correspondence and reports pertaining to the Agency's fixed assets inventory; Excess property declaration, disposals.	Retain for 5 years from end of calendar year of creation or disposal, then destroy.
6	<u>EMPLOYEE PERSONNEL RECORDS</u> Individual employee personnel and medical records; Personnel forms and documents; Personnel Performance Reviews; Documents supporting reclassification; Payroll records and exceptions to time reports.	Maintain while individual is employed with Agency and for 5 years from the calendar year of termination, then destroy.

APPROVED BY: (DPSCS Official)

DATE: May 18, 2009

SIGNATURE: 

NAME: Thomas C. Smith

Title: Director of Policy & Process Review

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 4 June 09

SIGNATURE: 

NAME/TITLE: EDWARD C PAPENFUSE, JR., STATE ARCHIVIST

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7	<u>EMPLOYMENT AND HIRING</u> Employee hiring records; Interview forms; Job descriptions, correspondence and advertisement pertaining to filling employment vacancies.	Retain for 2 years from the date that the vacancy was filled, then destroy.
8	<u>EMPLOYEE INJURIES AND ACCIDENTS</u> First Report of Injury; Supervisor's First Report of Injury; IWIF & Medical Reports; Related Leave Records.	Maintain for 5 years following resolution of an active claim, and then transfer to the personnel file. If no claim was filed, retain for 2 years from the end of the calendar year in which the incident occurred, and then transfer to appropriate personnel file – (see Item 6).
9	<u>EEO/FAIR PRACTICES – COMPLAINTS & INVESTIGATIONS</u>	Retain for 3 years after the complaint is resolved or litigation concluded, whichever is later - then destroy.
10	<u>SUBPOENA AND LEGAL RECORDS</u> (Does not include records maintained by the Office of the Attorney General) Agency's documents pertaining to Agency litigation; Subpoenas and responses.	Retain for 3 years after the completion of litigation, then destroy. Retain for 3 years from the end of the calendar year of litigation, then destroy.
11	<u>BUDGETARY AND FISCAL RECORDS</u> Agency budget documents; Requisition, procurement and purchasing documents, purchase orders and delivery receipts; Travel requests; Expense reports and corporate purchasing card reports; Reimbursements; Professional Development Fund fiscal records; Grant records.	Retain until audited by the Office of Legislative Audits or for 5 years from the end of calendar year of creation, then destroy.
12	<u>PUBLIC INFORMATION REQUESTS</u> Requests and Response Records; Indices and copies of records furnished.	Retain for 3 years from the end of the calendar year of response, then destroy.

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13	<u>TRAINING PROGRAM APPROVAL (Except Firearms Program Approvals – See No. 26)</u>	Retain for 6 years from the end of the calendar year of approval of training, then destroy.
14	<u>CERTIFICATION</u> Client master certification and training computerized records. "Application for Certification" forms; "Notice of Personnel Action" forms; Documentation related to employment and certification of client agencies' employees.	Maintain for career of individual and retain for 10 years from the end of the calendar year of last termination. Then annually review and destroy/delete obsolete computer files. Retain for 5 years from the end of calendar year of receipt and then destroy
15	<u>ANNUAL IN-SERVICE TRAINING RECORDS AND ANNUAL FIREARMS TRAINING SCORES</u> (Both the records and scores generated at the Public Safety Education and Training Center, and the records and scores received from agencies). Training course information submitted for approval; Records of program approval.	Retain for 6 years from the end of the calendar year of completion of training, then destroy. Retain for 6 years from the end of the calendar year of completion of training, then destroy.
16	<u>FIRST-LINE SUPERVISOR AND ADMINISTRATOR, AND ALL INSTRUCTOR TRAINING</u> Instructor List; Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans; Course materials; Correspondence relating to training.	Retain for 5 years from the end of the calendar year of the completion of training, then destroy.
17	<u>INSTRUCTOR CERTIFICATION (EXCEPT INSTRUCTORS FOR FIREARMS – See Item 18)</u> Certification application forms; Instructor List; Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans; Course materials; Correspondence relating to training; Records of Certification.	Retain for 5 years after the end of the last calendar year of certification, then destroy.

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Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
18	<u>CERTIFICATION OF EACH LEVEL OF INSTRUCTORS FOR FIREARMS</u> Certification application forms; Records of Certification; Instructor List; Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans; Course materials; Correspondence and other documents related to training; Firearm qualification scores. Written Test for Correctional Firearms Instructors when test is taken at PSETC Firearms Training Facility. Master Instructor certification computerized records.	Retain for 8 years after the end of the last calendar year of most recent certification, and then destroy. Retain for eight (8) years after the firearms instructor is no longer certified, then destroy - (see COMAR 12.10.04.25(F)(3)) Maintain while instructor is certified and for five (5) years after the most recent certification, then destroy.
19	<u>POLICE ENTRANCE-LEVEL TRAINING CONDUCTED BY PCTC</u> Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans; Course materials; Correspondence relating to training; Demerit, dismissal, and other records pertaining to students' discipline or failure to complete the training program; Correspondence and other documents related to training; Records of injuries/accidents.	Retain for 5 years from the end of the calendar year of completion of training, then destroy.
20	<u>ENTRANCE-LEVEL TRAINING (POLICE AND CORRECTIONS) FOR PROGRAMS APPROVED, BUT NOT CONDUCTED, BY PCTC</u> Class rosters, test results and scores; Program approval documentation; Instructor listings.	Retain for 5 years from the end of the calendar year of completion of training, then destroy.

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Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
21	<u>NON-MANDATED PCTC TRAINING PROGRAMS (DARE, MCCPI, ETC.)</u> Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans; Course materials; Correspondence and other documents related to training.	Retain for 5 years from the end of the calendar year of approval of training, then destroy.
22	<u>DOCUMENTS SPECIFICALLY RELATED TO THE DRUG ABUSE RESISTANCE EDUCATION (DARE) PROGRAM</u> Officer Certification/Personnel File. Statistical data report form; Classroom observation report form; Administrator appraisal form.	Maintain while officers are active in the program and for 10 years from the end of the calendar year of termination, then destroy Retain for 2 years from the end of the calendar year of creation, then destroy.
23	<u>DOCUMENTS SPECIFICALLY RELATED TO THE MARYLAND COMMUNITY CRIME CONTROL AND PREVENTION INSTITUTE (MCCPI)</u> Minutes of Steering Committee meetings. Program booklets; Governor's Crime Prevention Award records; Strategic Plan; McGruff costume loan records, film loan records and Book distribution records.	Retain permanently and transfer periodically to the State Archives. Retain for 5 years from end of calendar year of completion of training, then destroy.

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Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
24	<u>EXECUTIVE DEVELOPMENT INSTITUTE</u> Resource information papers; Class rosters and attendance records; Written tests, test answer keys, each student's tests and scores on tests; Lesson plans & Course materials; Correspondence and other documents related to training. Career Track computerized master files.	Retain for 5 years from the end of the calendar year of creation, then destroy/delete. Maintain while an individual is an active program participant and for five (5) years after the end of the calendar year during which participation ends, then delete.
25	<u>DRIVER TRAINING FACILITY</u> Vehicle maintenance records. General release agreements. Emergency Vehicle Operator Course (EVOC) Instructor Evaluations.	Retain as long as vehicle is in service, then destroy. Retain as long as active and then for 2 years from the end of the calendar year of expiration and destroy. Retain for 4 years after the evaluation, then destroy.
26	<u>FIREARMS TRAINING FACILITY</u> Firearms Training Records (Entrance-level; Conversion Non-mandated Courses and Programs): (Class rosters & attendance records, written tests, test answer keys, each student's tests and scores on tests; lesson plans, course materials; correspondence and other documents related to training). Firearms Instructor Certification (See Item No. 18) Program approvals. Chronological files and logbooks.	Retain for 5 years from the end of the calendar year of completion of training, and then destroy. (See Item No. 18) Retain for 6 years after approval, then destroy. Retain for 5 years from the end of the calendar year of creation, then destroy.

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27	<u>FIREARMS SAFETY TRAINING</u> Records of training; Program training rosters; Certified Firearms Safety Instructor records; Records of approved firearms safety training courses. Correspondence with citizens. Memorandums of Understanding.	Retain for 3 years after the end of the calendar year of training, then destroy. Retain for 2 years from the end of the calendar year of creation, then destroy. Retain while in effect. Destroy 2 years after MOU is no longer in effect.
28	<u>RESOURCE CENTER LOAN RECORDS</u> Audio/Visual/CD/DVD Loan Records.	Retain for 3 years from the end of the calendar year of creation, then destroy.